

OFFICE OF INFORMATION SERVICES
INTRODUCTION TO MICROGRAPHICS SEMINAR

23 FEBRUARY 1983

"SPECIAL SEMINAR FOR THE HEARING IMPAIRED"

ROOM 802 CHAMBER OF COMMERCE

STAT	0905 - 0915	Security and Administrative Briefing	OTE Personnel
	0920 - 0925	Welcome	
	0926 - 0946	Film - "Beyond the State of Art" COM Concept	
	0950 - 1025	Slide Presentation - "Micrographia"	
	1030 - 1040	Break	
	1045 - 1140	Microforms, Film Processing	
	1140 - 1200	Development and Implementation of Agency Applications	
	1200 - 1300	Lunch	
	1300 - 1400	Introduction to Computer Output Microfilm (COM) - 10 Minute Film Presentation and Agency COM System Capabilities	
	1400 - 1415	Break	
	1415 - 1515	Agency Microfilm Applications (OCR's ADSTAR)	
	1515 - 1545	Micropublishing - Microrepublishing	
	1545 - 1600	Questions, Epilogue and Critique	

STAT

interpreters, will be present during the seminar.

sign language

USE ONLY

CONFIDENTIAL

SECRET

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

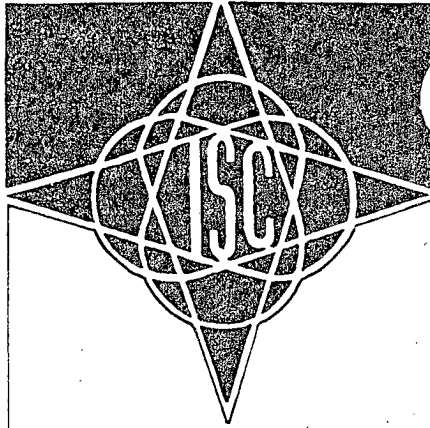
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FROM:	EXTENSION	NO.
		DATE 23 FEB 83

TO: (Officer designation, room number, and building)	DATE		OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
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Information Science Center · Office of Training · Central Intelligence Agency · Washington D.C.



INTRODUCTION TO MICROGRAPHICS
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INTRODUCTION TO MICROGRAPHICS

23 February 1983

"SPECIAL SEMINAR FOR THE HEARING IMPAIRED"

A sign language interpreter will be present during the one day course which provides basic information on microphotography and explores the application of this technology in controlling over burdened and sometimes inefficient paperwork systems.

Specific topics of instruction include:

Image Recording Techniques	Computer Output Microfilm (COM)
User Equipment	Indexing Techniques
Microfilm Formats	Micropublishing/Microrepublishing
Development and Implementation of Agency Applications	

When micrographics is properly applied to Records Management it can do much to enhance information retrieval and, at the same time, reduce the Government's paperwork burden.

DESIGNED FOR

This Special Seminar is for the Hearing Impaired, but it will be of particular interest to the following personnel: potential users of microforms, component Records Officer, Administrative Officers and Assistants, Section and Branch Chiefs, Planning Officers, and Registry personnel. This course will enable participants to determine whether micrographics would be feasible for their component.

ADMINISTRATIVE DATA

Conducted by.....	OIS/RMD Micrographics Officer
Length.....	One day, full-time
Place.....	Chamber of Commerce Building
Class Size.....	Maximum 30
Grade Range.....	Not applicable
Registration Deadline.....	Two weeks before class

For information on course content, call
for administrative information call Central Registrations on

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